

Federal City Performing Arts Association

Board of Directors Meeting Minutes

Wednesday, April 23, 1997

2801 M St, NW, Washington, DC

DIRECTORS: Present: Fred Boykin, Jim Coyne, Jack Gerard, Thom Gibb, Darrell Lewis, Jeff Peirce, John Perkins, Henry Salevsky, Joe Vignali, Bob Wheeler, Robert York.

Absent: Bill Eadie (proxy assigned to Gibb), Jim Madigan.

STAFF: Jim Holloway

GUESTS: Corey Bent, Peter Brayton.

I. Call to Order

Meeting Called to Order at 7:32 pm by Boykin.

II. Approval of Minutes

Peirce moved, Wheeler seconded, to approve the March 26, 1997 Minutes.
Unanimous in favor. Minutes approved.

III. Financial Report

Peirce distributed the financial report for the first eight months of the year ending March 31, 1997 with the Comparative Statements of Income and Balance Sheet. Year to date revenues exceed expenses by more than \$6,000. Last year at this time, expenses exceeded revenues by almost \$20,000. Had we transferred the \$30,000 from savings as budgeted, our revenues would now exceed expenditure by over \$36,000. We are maintaining this sound financial picture because expenses are being kept under budget across the board. Keep up the good work!

Coyne moved, Lewis seconded, to accept the financial report.
Unanimous in favor. Report accepted.

- ▼ Peirce presented an outline of the issues involved in deciding to add a matinee performance to the June concert for discussion. An affirmative decision would have to be made by no later than four weeks prior to the concert, which is the date of our next Board meeting.
- ▼ The FY 1996 audit was distributed.
- ▼ The Finance Committee is making progress in preparation of the proposed FY 1998 budget and its presentation to the board at the special meeting on Saturday, May 3.

IV. President's Report

- ▼ Boykin thanked Peirce for his hard work on preparation of the budget and the creation of a new chart of accounts for the next fiscal year.
- ▼ The April concert was briefly reviewed. Members were thanked for the depth of their talent, commitment and the beauty of their performance. Vignali, Gary Turner and Holloway were particularly thanked for their efforts at making the concert a success. Salevsky and Gary Regan were thanked for their efforts in successfully papering the house Friday night with over 450 tickets to individuals from organizations who might not otherwise have attended this performance. We have generated a lot of good will with these groups, and it was a much more positive experience for the chorus to perform before a good house.
- ▼ We need to look at what we do and determine if it can be done more efficiently. Everyone is asked to examine their areas of responsibility and be prepared to address them during the concert overview at the Operations Committee meeting on May 7.
- ▼ The European Tour Committee will present a report and entertain discussion on Sunday, April 27 at 4:00 pm at New York Ave. Presbyterian Church, that is preliminary to Board action on the proposal.
- ▼ Hiring processes for the Executive Director and Assistant Music Director positions are on schedule.
- ▼ American Express Financial Planning Services will offer a presentation to interested members of the chorus and Capital Club on individual financial planning at 2801 M Street, NW on Thursday, May 29 at 7:00 pm.

V. Acting Executive Director's Report

Perkins distributed a written report that summarized the following areas of activity: FY 1996 audit and form 990 issues; new logo design; Operations Committee; booking of special performances; relocation of space from Levine School; acceptance of the American Express card; adjustments and refinements to our merchandizing efforts; accounting for donations; annual report preparation; June concert sponsorship efforts; new marketing initiative; corporate sponsorship program for '97-98; launch of Family & Friends for Spring 97; review of grant prospects; scheduling of roundtable discussion on development; work on the strategic plan; and tickets for the Helen Hayes Awards show and reception.

VI. Music Director's Report

- ▼ Holloway thanked all around for the dance concert, particularly choreographers Mark Smouse and John Niemi; the production team of Vignali, Gary Turner and Larry Rosen; and Steve Herman for handling agreements with the guest artists. The concert was an artistic as well as an entertainment success.
- ▼ After thorough discussion in the Artistic Advisory Panel, Holloway recommended a change in the theme and concepts for 1997-98. It is now proposed that the Summer concert employ no guests, volunteer or professional, and that it showcase our chorus, our ensembles, and our individual talent under the working title, "Just Us." He explained that the AAP looks broadly at many areas affecting the "total concert experience" and by extension, the well being of the chorus. The plan in place called for a major guest artist in a "GMCW Presents" June concert. While this certainly would ease the burden of presenting a major concert immediately before touring, it introduces a large financial risk factor late in our season. Because promotions may be a problem at that time (again, with the tour commanding our attention) and with little opportunity to recover if there are losses, it was decidedly

more comfortable to assemble our own considerable forces for a variety show. This change affects the overall season profile as follows:

- I. December: "Family Values" Concert of both traditional and contemporary music highlighting roles of Mother, Father, Child. No guests.
- II. March: "Till the Fat Lady Sings" Possibly, a staged production containing some opera choruses and opera scenes including drag divas. Some guests, none expensive.
- III. May: "Just Us" A GMCW variety show featuring the full range of our talents from fine choral music (tour program) to tap dancers and cabaret performers.

Vignali moved, Peirce seconded, to change the 1997-98 subscription concert themes and concepts as recommended.

Unanimous in favor. Motion approved.

VII. *Operations Committee Report*

Perkins noted that the written report of the committee's April 2, 1997 meeting had been distributed with this meeting's agenda and declined to rehash its content but invited questions and comments. Several members noted that this new effort was already serving an important communication and linkage function within the operational areas of the chorus.

VIII. *By-Laws Revision Committee Report*

Committee chair Peter Brayton presented four proposed changes to the by-laws and one clarification to the membership regulations in a written report with current language, proposed language, and rationale for each change. He explained that any proposed changes to these documents had to be distributed to the voting membership one month in advance of the Annual meeting where they would be voted on. Each proposal was thoroughly discussed and a few adjustments were offered and accepted by consensus of the members.

Vignali moved, Gerard seconded, to accept all the changes to the by-laws as proposed in the committee report and as amended in the foregoing discussion.

Unanimous in favor. Motion accepted.

IX. Nominations and Elections Committee Report

On behalf of the committee, Perkins proposed that the schedule for 1997 election follow the same timetable employed in recent years that would translate to this year's calendar as so: Nominations open on April 27 for a three-week period ending May 18. After a one-week period during which candidates' credentials are checked and information materials compiled, the period of election begins on May 26 and concludes with all ballots due at 5:30 pm, one-half hour after the beginning of the Annual Meeting, on June 14, 1997.

Perkins moved, Peirce seconded, adoption of the above schedule for the 1997 annual nominations and election process.

Unanimous in favor. Motion accepted.

VIII. Old Business

- ▲ Gerard requested volunteers from the Board to assist in the Spring phonathon scheduled for the evenings of April 28 - 30 and May 5 - 6 at the offices of Murphy & Milano in Alexandria.

IX. New Business

- ▲ York reminded the Board that we need to be sensitive and fair in our acknowledgement of departing staff and be aware of the perceptions within the chorus created by our actions, or lack thereof.

X. Adjournment

Peirce moved, Vignali seconded, to adjourn the meeting.

Unanimous in favor. Meeting adjourned at 9:30 pm.

Respectfully submitted,



John E. Perkins
Secretary
FCPAA

Attachments for the Record:

March 31, 1997 Finance Committee Report
Acting Executive Director's Report, April 23, 1997
Operations Committee Report, April 2, 1997
"Issues for the By-Laws" Report